

Notice of Termination of Event Management Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally notify you that we are terminating our Event Management Contract dated [Insert Contract Date], for the event scheduled on [Insert Event Date]. This termination is pursuant to the terms stated in Section [Insert Section Number] of our agreement.

The effective date of this termination will be [Insert Effective Date]. Please consider this letter as our official notice of termination.

We appreciate the efforts you have put into the planning so far, and we hope to settle any outstanding matters promptly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]